

## Director of General Studies

The Director of General Studies provides administrative leadership in the development, implementation and review of the K-8 general studies curriculum and supervises the general studies faculty within the context of our Jewish Day School. This position reports to the Principal and collaborates with the Principal, faculty, and other staff members to ensure a strong, progressive general studies curriculum that reflects the mission of Portland Jewish Academy. The Director of General Studies collaborates with the Director of Jewish Life and the Principal to ensure consistency in the supervision, observation, review and evaluation of all Day School faculty.

1. Provide effective leadership for the General Studies Department.
  - Collaborate with the Principal and faculty in the development of the school program for the general studies curriculum.
  - Ensure that student learning outcomes are defined and met, and that general studies program meets the educational needs of enrolled students.
  - Provide guidance regarding best practices related to curriculum development and program assessment, and facilitate the implementation of strategic educational initiatives at PJA as defined from time to time (e.g. development of multidisciplinary classes, integration of the MakerSpace into the general studies program, effective implementation of project-based learning, and appropriate utilization of educational technology).
  - Keep current with changes in educational theory, subject requirements,; develop and maintain general studies academic standards and policies.
2. Supervise staff to ensure quality instruction.
  - Participate in staff selection;
  - Review and evaluate staff performance on an ongoing and annual basis;
    - Hold regular supervisory meetings as an administrative partner to faculty members;
    - Provide annual written evaluations of faculty members and document meetings/discussions as necessary and appropriate;
  - Make recommendations regarding renewal of teaching appointments to the Principal and/or Executive Director.
3. Collaborate with the Principal and other staff to create the annual school calendar, class schedules and staff schedules. Ensure adequate staff coverage for meals, recess, and staff breaks. Oversee implementation of and compliance with policies mandated by local, state, and federal statutes.

4. Actively participate in regular meetings of the school administrative team to ensure appropriate collaboration and coordination with the Early Childhood, Afterschool, and Admission Departments; actively participate in regular "All Admin" meetings to ensure appropriate coordination with the Marketing, Finance, Human Resources, Facilities, IT and Development departments.
5. Collaborate with the Principal, Director of Jewish Life, Executive Director and CFO, in developing budgetary forecasts and in service training for each school year.
6. Continue professional growth through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning. Attend staff, department and committee meetings as required.

**QUALIFICATIONS:** Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Master's degree in education or related field, AND
- Two years' experience as a mid-level administrator in an educational environment; AND
- Teaching and/or administrative experience at both the K-5 and 6-8 (middle school) levels.

#### Philosophy

- Embrace the PJA mission statement and middot (values)
- Embrace student centered philosophy, educational innovation and 21st century learning practices
- Understanding and appreciation of values based education
- Understanding and appreciation of a pluralistic Jewish approach to education

#### Knowledge of:

- Considerable knowledge of curriculum development, assessment and management
- Child development
- School administrative practices
- Supervisory techniques and practices
- Interpersonal communication methodologies and approaches
- Records management.

#### Skills:

- Excellent communication and interpersonal skills
- Skill in the use of personal computers and Google Suite
- Familiarity with student information and learning management systems

### Ability to

- Project a positive, professional image of PJA
- Effectively develop and manage general studies curricula
- Proactively and effectively manage employee performance
- Communicate effectively, both orally and in writing with stakeholders at multiple levels of understanding
- Maintain accurate records and to prepare reports and correspondence
- ability to organize and execute work independently, sometimes under the pressure of time-sensitive deadlines
- Work with grace and good humor under pressure; ability to work cooperatively with other departments within PJA
- Meet and deal courteously and effectively with staff, students, families, and the public
- Remain calm and use good judgment during high-pressure situations that may arise
- Maintain confidentiality
- Support the Portland Jewish Academy and its leadership
- Work a flexible schedule as needed (including occasional availability for evening and weekend programs)

### PHYSICAL REQUIREMENTS OF THE POSITION:

Duties are performed in both an office and classroom environments. This position requires the ability to work while sitting at a desk using a computer as well as to move throughout the facility frequently and throughout the day. The work requires auditory and visual acuity within normal limits, the ability to lift and move small children in emergency situations, and may require the ability to use a standard keyboard for extended periods. The position may require travel within and outside of the city, and will require work outside of regular office hours.

### SUPERVISION RECEIVED:

This position works under the general supervision of the Principal.

### SUPERVISION EXERCISED:

This position provides first-tier supervision to General Studies Teachers and Instructional Assistants: typically 20 to 22 staff members.

FLSA STATUS: Exempt

PJA is an Equal Opportunity Employer - Portland Jewish Academy (PJA) is committed to recruiting, hiring, developing, compensating and promoting the best-qualified individuals for positions at all levels in the organization. We provide Equal Opportunity Employment (EEO) to all employees and applicants. Employment decisions are made based on how an individual's skills and qualifications meet the responsibilities of the position for which they have applied. An individual will be free from discrimination based on characteristics protected by law such as race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, citizenship status, disability, veteran status, or the presence of a non-job-related physical, mental, or sensory disability, or other protected status as defined by federal, state, or local laws. Discrimination and/or harassment based on any of those factors are totally inconsistent with our philosophy of doing business and will not be tolerated. PJA will make reasonable accommodations, including modification of organizational policies and procedures in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship.